

LIBRARIAN'S REPORT

1934-5 1935-6

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Dr. Harry Yandell Benedict
President
The University of Texas

Sir:

I have the honor to submit my first report as Librarian, for the period September 1, 1934, to August 31, 1936. Since the report resumes a series long interrupted, a more comprehensive picture is undertaken than may be desirable in later reports.

The Library reached the size of 506,127 recorded items on August 31, 1936. It retains its position as fourteenth among the major university and college libraries of the United States, and is the largest library south of a line drawn from Washington, D. C., to Palo Alto, California. Its rate of growth—about 17,000 volumes per year—is lower than for most libraries of its size. Acquisitions from gift and exchange amount to about 3,600 volumes a year and should be more. The most important gift during 1934-6 is the General Education Board's grant of \$33,000 with an equal contingent grant.

The Library lent 4.6 per cent more books in 1935-6 than in the previous year. Facilities for promoting recreational reading and Freshman English books were improved. Graduate use of general stacks and carrels increased greatly. Demands for help in the use of books increased in all service units. There is a tremendous potential demand for this kind of service latent in the Library's clientele which will be released as organization improves and personnel increases. Formal instruction in the use of the Library would ease this situation.

Requests for service from non-University groups continue to increase as the Library becomes more widely known. Texas colleges account for a large part of loans off the campus.

The character of the personnel is satisfactory. All are well qualified for their work by study, training, and experience. Careful selection of new personnel has maintained, and in some cases improved the quality of the staff. The Library is handicapped in retaining and attracting well-equipped people by a salary scale

somewhat lower than what obtains in the better libraries, and by an unfortunately short annual vacation. Coupled with the distance of the University from library centers, these deficiencies will become increasingly injurious unless they are repaired. Additional positions are badly needed in the technical and general service units.

The organization of the Library, generally sound in its main outlines, has been worked over and activities more closely integrated. Here much remains to be done and certain necessary improvement can result only from added personnel.

It is believed that service to the clientele has been generally improved. An outstanding deficiency in undergraduate service can be remedied best by the development of an open-shelf college library in the main building for Liberal Arts undergraduates.

All major present building and equipment needs will be cared for with the completion of the additional units to the new building. Quarters there for the Rare Book and Newspaper Collections will further the program of integrated service.

Thanks are due you, the officers of the University, and the Board of Regents for interest in and support of the Library. May I bespeak continued interest and support? I must also record appreciation of the fine spirit of coöperation with which the Library staff accepted a new Librarian. My especial thanks are due Mr. E. W. Winkler, Bibliographer, whose long experience at the University has made him an invaluable colleague.

Respectfully yours

DONALD CONEY

Librarian

15 February 1937

PERSONNEL

There are four basic elements of nearly equal importance to a library: acquisitions, organization, personnel, and physical plant. Although our rate of acquisition is somewhat less than might be expected from the University's graduate rank and the size of the Library, this element is for the present in a satisfactory condition. Physical plant needs have been well met by the new building and equipment. Organization and personnel must be our immediate concern. Organization has been and is being improved. It cannot reach the necessary degree of efficiency, however, without an increase of personnel.

NEW PERSONNEL

1. A professionally trained order department assistant is needed to handle bibliographical routine, releasing the time of the Order Librarian for closer attention to book markets and coöperation with the faculty. Additional help for the book-keeper is becoming increasingly imperative. It is likely that a book-keeping machine would relieve this pressure.

2. The Catalog Department lacks a cataloger with a knowledge of scientific literature. Service to the science departments could be much improved by the addition of this position.

3. An additional assistant in the Serials and Binding Department would simplify its reorganization.

4. The present organization of the Loan Department is defective in supervision of desk service. Two or three full-time student assistantships are desirable.

5. A reference assistant to handle the information desk would release time of other reference workers for real reference work.

Attention must be called to the effects of the possible discontinuance of the N.Y.A. These student workers have gradually assumed many minor,

but necessary, routines. Much of the expansion of service made possible in the new building has been absorbed by these workers. Additions to the Library's permanent personnel will prevent the sudden onset of many problems when N.Y.A. is discontinued.

SALARIES

The salary scale of the Library needs revision upward to retain valued personnel and to attract well qualified new personnel. Two-thirds of the Library salaries—for twelve months service—are below the minimum salary (\$1800) paid to instructors for nine months service.

VACATION

The annual vacation allowance should be comparable with that generally made to university and college library workers. The Library is now in the lowest class in regard to annual vacation. Of 34 major college and university libraries, all allow substantially a calendar month except Texas with twelve days, the University of Washington with eleven, and Vanderbilt with eighteen.

For list of Library staff see *The University of Texas Bulletin, Catalog Number Part V—General Information, Main University 1935-1936; 1936-1937.*

ORGANIZATION

There is a natural tendency for the operating units of any large enterprise to separate. The personnel is drawn toward the interest of a department's proper work, and repulses implied criticism from other units. The ultimate result of such a tendency is a loose federation of agencies which act most effectively only when closely integrated for a common purpose. This is the penalty of division of labor, in itself a sound principle. It is the function of administration to maintain the proper balance between division and integration.

Early in 1934-5 it was apparent that separation of units had progressed to a considerable degree, aggravated by the task of settling into the new building. This separation has been counteracted by the establishment of several means of communication so that each unit might become familiar with the work of the others, identify common problems, and learn the policies of the central administration.

Early in the year a Library Council was set up, composed of the Librarian and those responsible for the chief classes of work. Various other members of the staff were brought in from time to time, and in 1935-6 all branch librarians were included. A staff manual was begun to record policy decisions for the information of all concerned. A messenger service was established in the main building to provide an easy means of inter-departmental communication. The lack of convenient telephone service was seen to be a handicap and a building telephone system was included in the specifications of the building additions.

While these plans oriented the work toward the common end of library service, a direct attack on the service

problem was made by improvements in the service units. On the assumption that the main building service units affected the largest part of the clientele, these were dealt with first. Many changes were made in the Loan Department routines. The charging files were simplified and in February, 1936, completely transformed by the use of punched card sorting machinery. This materially reduced the time required to handle overdue notices and fines. The Department was given charge of loan work wherever it occurred in the library system. Uniformity of practice was thus secured, reducing misunderstandings with the clientele and making possible the collection of uniform records of use. The handling of stack permits and refunds was transferred to this department to reduce the number of units with which students needed to make contact. These changes were accompanied by a reduction of part-time labor hours, without damage to service, in the face of an increasing circulation.

The Reference Department was given a desk at the public catalog so that easy contact between the clientele and this department could be achieved. The Loan Department took

over an hour a day at this desk, releasing reference workers for the handling of reference questions and varying the work to the Loan staff.

The Geology Library was given an experienced student librarian who improved service, inventoried the collection, and overhauled its catalog. The Engineering Library was given an experienced librarian in September, 1935, which resulted in the establishing of a buying program and an order routine, the creation of an open-shelf popular reading collection for Engineering students, transfer of Engineering books from the general collection, inventory, and refileing of the catalog. An assistant in charge of the Texas Collection was appointed in June, 1935, and a part-time staff developed. University theses were taken over from the Archives Collection, rare Texas books were put under stricter supervision, and the first parts of a catalog for the Collection were supplied. Plans for a general rare book unit to include the Wrenn, Stark, and Aitken libraries, were projected for development on the transfer of these collections to new quarters.

A direct approach to the faculty was made, beginning in October, 1936, by the distribution of the *Library Book List*, a monthly record of accessions made possible by the coöperation of the Stenographic Bureau. This publication carries notes on current Library activities and offers a convenient means of communication to the faculty. In the fall of 1935, the *Library Guide*, a small handbook, was

compiled for distribution to all new students each year.

Concurrently with these changes, improvements were made in the technical division. The old bookkeeping system based on invoices paid was supplanted by a new one based on orders placed, preventing deficits in very active accounts, and eliminating the double order-file. The staff of the Catalog Department was increased, an official catalog was begun as a part of the Library of Congress depository file, and in 1935-6 the typing of catalog cards was greatly reduced by the use of a Mimeograph. This also freed catalogers of much proof-reading.

On the assumption that it is the Librarian's business to develop general policy and organization plans, and to represent the Library in relation to University and other groups, a considerable amount of routine work was transferred from the Librarian's office to other units. The Bibliographer assumed direction of N.Y.A. work and continued to select material for purchase on the Littlefield Fund. Dictating machinery was introduced to simplify secretarial work.

In line with this objective the position of Associate Librarian was created at the beginning of 1936-7. This officer has taken over administrative supervision of all branch libraries, the Loan, Reference, Serials and Binding, and Catalog Departments; the Librarian continues direct control of the special collections and acquisition work, and handles general administrative activities. Results to date testify to the wisdom of the plan.

USE OF LIBRARY MATERIALS

LOAN SERVICE

The number of items lent is a rough index to the usefulness of a library. Circulation figures from all units were not collected and combined until March, 1934. Comparisons are possible, therefore, only for the last six months of the years of this report.

Sept.-Feb.	1934-5	1935-6	% Change
Building use	(not	194,085	
Home use	available)	92,780	
Total use		286,865	
March-Aug.			
Building use	254,690	275,605	+8.2
Home use	105,751	101,668	-3.8
Total use	360,441	377,273	+4.6
Total		664,138	

The 4.6 per cent increase for the comparable six months is not surprising in view of the enrolment increase which varied over this period from 6.2 to 9.7 per cent.

These total figures are analyzed by service unit below. Not all units show increases in number of loans but no inexplicable decreases have occurred.

MAIN LOAN DESK CIRCULATION

"Negative" Circulation

Table I below shows books withdrawn from the general stack through the main Loan Desk by faculty and all classes of students.

Although these figures suggest the use made of the general collection, they are not entirely descriptive of the Loan Department's work. Many requests cannot be met with the books

TABLE I

	1933-4	1934-5	% Change	1935-6	% Change
Building use	58,628	47,905	-10.6	52,287	+9.1
Home use	94,928	104,851	+10.5	101,068	-2.6
Total use	148,556	152,756	+2.8	153,355	+0.4

The shift between building and home use in 1935-6 is attributable to the installation of new tables, chairs, and table lamps in the East Reading Room early in the Spring semester.

demanding if they are already in use or have been transferred temporarily to another branch of the Library. Such results require nearly as much work as do book deliveries; more im-

portant, they mean that the client must lose time in choosing another book or in betaking himself to another part of the building or campus. A useful check, therefore, on service and costs are "negative" circulation figures. Collection of these figures was begun on April 1, 1935.

During the last five months of 1934-5, 15,464 calls were not met with books. These negative results represent over 18 per cent of the total calls for the period. During 1935-6 "negative" calls amounted to 30,917, or about 16 per cent of the total calls.

Reserve Reading Room

Comparative figures of books withdrawn from the Reserve Reading Room of the main Library building are given in Table II. This circulation reflects the activity of undergraduates, particularly of the two upper classes.

TABLE II

	1933-4	1934-5	% Change	1935-6	% Change
Building use	127,086	152,313	+19.8	157,239	+3.2
Home use*	43,596	44,006	+ .9	41,978	-4.6
Total use	170,682	196,319	+15.0	199,217	+1.5

The discrepancy in total increases for 1934-5 and 1935-6 is probably due to the fact that 1934-5 was the first entire year during which the Reserve Reading Room had operated in its new and pleasanter quarters.

It is worthy of notice that registration figures show that enrolment increases are occurring in the upper years rather than elsewhere. If this trend continues, a greater burden will fall on this service unit in the future.

Extra-Curricular Reading

Librarians like to think that a college education leads a person to read

outside the newspaper-magazine range of current print. It is reasonable to assume that symptoms of this tendency should appear in the college years. Similarly, the burdens of scholarship do not prohibit an interest in current literature and affairs among the faculty. A university library has an obligation to foster these interests as well as those that relate more directly—but no less significantly—to the business of education.

With this in mind the Loan Department set up a collection of popular recent books on open shelves adjacent to the Loan Desk in October, 1935. A number (1268) of suitable books were rotated through this collection for the ensuing seven months.

The results were satisfactory and unfortunate. The collection was genuinely popular—during the first four months 1284 loans were made from

the collection. During the whole period of the experiment 1268 titles were displayed—some of them many times—and 38 of them were stolen. Such a loss is not very great from a collection of this kind at the hands of a clientele almost wholly unfamiliar with public and school libraries. Nevertheless, the loss toward the end of the period of a considerable number of brand-new, attractive books led to the abandonment of open shelves. Since then the collection has been kept behind the Loan Desk where access can be supervised.

This is a far from satisfactory solution to the problem of supplying

*Overnight loans.

popular books to faculty and students. A much larger collection of books should be available under conditions which permit free access without unusual loss. It is to be hoped that such quarters can be found in the new part of the building.

Freshman English Collection

The English Department requires members of its freshman course to read a number of novels from a large selection made by the faculty. Before the beginning of the second semester of 1934-5 these books were kept in the general stack, chosen by the students from a list, and called for in the usual manner over the Loan Desk. Because many of the books were almost always out, much time was lost by students in selecting books and by the staff in delivering them. Often students in desperation sought help from Loan Assistants, and we had the interesting development of a freshman's reading being chosen for him by a sophomore or junior. This method was not only unsatisfactory to student and teacher, but expensive to the Library.

The obvious solution seemed to be the removal of the barrier between student and books. At the beginning of the second semester of 1935-6 a small group of prescribed books (290 volumes) was placed on open shelves in the East Reading Room. At the end of the first month it had become so popular that only about a fifth of the collection remained on the shelf at any time. It was increased to 435 volumes that semester and by the second semester of the following year had been doubled in size.

This was obviously a step in the right direction. Unfortunately, losses occurred to such an extent that by the end of 1935-6 a fifth of the collection

had disappeared and it seemed doubtful if the project should be continued until better supervision could be given. It should be noted that, even with this loss, it had been cheaper for the Library to handle these books in this way. Nevertheless, it seemed bad for student morale to continue under such conditions. The English Department, however, had found this method so satisfactory that it has been continued with the understanding that this department will try to instill a proper attitude toward its use in the freshmen.

The results of this experiment point to two needs. First, definite and adequate provisions should be made for the instruction of students in the use of the Library with attention paid to the inculcation of "library ethics." Second, space and staff should be provided for open-shelf service to undergraduate students.

Graduate Use

The essence of the graduate service problem is to bring together workspace for the student and the books he needs. While much graduate use takes place in the special collections, the carrels are much used by those whose materials are in the main stack. The growing popularity of the carrels is evident in the 1935-6 increase of assignments by 15 per cent, and of books used in carrels by 75 per cent. The number of carrels has been increased from 51 in 1934-5 to 197 by the delivery of new furniture.

Loans from Other Libraries

Important in the use of any library is the attempt to supplement its materials by borrowing from other libraries. Certain ethical considerations must be kept in mind: acquisition should be preferred to borrowing un-

less the material is very expensive or likely to be little used; a student should not expect to borrow the bulk of his research material for a given problem; borrowing should not be substituted for foresight in acquisition.

As the figures show, there was a decline of 20 per cent of volumes borrowed in 1935-6.

	1934-5*	1935-6
Volumes borrowed	179	142
Number of libraries	55	42

English, Romance Languages, and Education borrowed 57 per cent of the 1935-6 total. Texas, Southern, and Middlewestern university libraries bore the brunt of the borrowing, but the Library of Congress is still the greatest source—primarily because its holdings are known through the copy of its author catalog deposited in this library.

Delivery Time

A test of a good loan department—and one often used by a protesting clientele—is the promptness with which calls for books are reported back. Several checks on speed have been made during the period of this report, showing a range between one and six minutes, with an average of a little over three minutes.

BRANCH LIBRARIES AND SPECIAL COLLECTIONS

All but two of the units reporting specific loan figures show increases—in two cases, quite remarkable ones.

The Law Library loans in 1934-5 increased nearly one-third over the previous year. Based partly on estimates, this increase may be more apparent than real. The Education Library reported a 21 per cent in-

crease in 1934-5 but a decrease of 10 per cent the next year. The decrease is certainly attributable to a decline of 7 per cent in advanced class enrolment and to the transfer of nearly all books for freshman and sophomore courses to the Reserve Reading Room. Since the Business and Social Science Room is an open-shelf collection, loan records in terms of books are unavailable. The monthly count of individuals using the room shows a small increase in 1935-6—2888 as against 2801.

The Rare Book and Newspaper Collections are not yet organized for record keeping. Their loan work, however, is so closely associated with their reference service that a good idea of it can be got from the discussion below. The Texas and Latin-American Collections show a combined increase in loans of 44 per cent on the basis of the comparable last six months of 1934-5 and 1935-6. Between 80 and 85 per cent of these loans come from the Texas Collection and nearly all loans from both collections are used in their common reading room. The increase is due to Centennial interests, University theses, and improved facilities. In the Archives Collection very large increases in use of all classes of material except maps were brought about by the Centennial. Increased work was somewhat off-set by the transfer of University theses to the Texas Collection.

In 1934-5 the Architecture Library had the largest circulation in its history; in 1935-6 this figure was topped by 62 per cent. These remarkable increases illustrate the use that will be made of a generally useful collection (the Architecture Library is really a fine arts collection) when opportunity is given to get at it. During the Sum-

*Oct. 1934-Aug. 1935.

mer Session of 1936, on the advice of the Architecture Librarian, the Library was kept open mornings as well as afternoons in the first term, and during the second term, afternoons, instead of being entirely closed as before. The Chemistry and Pharmacy Library reported the surprising increase of 48 per cent at the end of 1934-5, and an increase of 19 per cent the next year. Geology figures are not available, but it is probable that

its usefulness will not greatly increase until a full-time assistant is provided. The Engineering Library showed an increase in loans in 1934-5 of 35 per cent, but a decline of 6 per cent the next year, the large increase the first year being due, no doubt, to more careful collection of figures under a new full-time librarian. It is expected the loans will increase as the reorganization of this School progresses.

REFERENCE SERVICE

The earlier paragraphs of this section deal with the use of library materials in terms of quantity of items withdrawn through the various loan agencies. A library's direct service is, however, of two kinds: the simple delivery of materials specifically requested, and bibliographical guidance in the discovery of suitable materials. The work of a loan department exemplifies service of the first type; the activities of a reference department, the second. In both instances the service involves library personnel as an intermediary between client and material. In examining these personal services we should not ignore an impersonal agency which carries the greatest load of guidance of client to book—the card catalogs of the library.

REFERENCE DEPARTMENT

The general reference department of a university library is notoriously a catch-all of duties, varying in importance and unprovided for otherwise. The accidental character of this department's work is due to its dependence on the clientele's demand for its services. Unconfined by a regular routine, a reference department invites duties often better done elsewhere. Administrative failure to define the proper activities of this department may result in a curtailment of a much needed guidance service. The work may range over as diverse a field as giving locations of rooms in the library building, instruction in the use of the catalog and

simple reference books, tracking down the elusive author of a quotation, or bringing together a group of books on an obscure subject for a research worker. It is apparent that not all this work is of equal value and that some of it might be well-performed more cheaply by other means.

In each of the two years covered by this report, the Reference Department has sampled the questions asked of it. Ninety per cent of the questions lie in three groups:

1. Use of catalog, indexes, etc. 50%
2. Location of offices, books, etc. 26%
3. Requiring more help than (1) 16%

It is important to observe that the figures do not represent proportions

of time spent in answering questions. It is quite likely that the time required for group (3) exceeded that needed to handle the much larger number in group (1). The significance lies in the justifiable assumption that the qualitatively valuable service represented by (3) must frequently have been impeded by the less important questions of (1) and the trivial ones of (2). It is necessary to direct people about the building and to be courteous to visitors; economy directs that it be done by other means than an expensive reference staff.

A clientele of ten thousand generates enough work of this kind to warrant division of labor. The large proportion of questions relative to the use of the Library suggests need for formal instruction where the job could be well—instead of half—done. Directions, simple assistance, and attention to visitors call for a sort of bibliothecal receptionist. The questions that are hard to crack ought to have first claim on the reference staff's uninterrupted time.

BRANCH LIBRARIES AND SPECIAL COLLECTIONS

The reference service of the special service units of the Library is conditioned by their specialties, and the personnel is less subject to questions of casual informational character.

The social science units—the Law and Education Libraries, and the Business and Social Science Room—generally report increased demands for reference service following enrolment increases. The Business and Social Science Room—a year and a half old—is too new and in too cramped quarters to have developed the collection of ephemeral material from which much of its reference service must spring. Education and

Law are subject to increasing demands from the faculties of their own and other University groups. Education reports considerable demand from administrative officers and faculty committees dealing with educational problems. Students from Government, Economics, and Business Administration make use of the Law Library.

Except for the Rare Book Collections, the special collection units have found their reference work much increased by the preparation of State and local groups for the Centennial. The Texas, Latin-American, Archives, and Newspaper Collections have probably contributed more to the factual data required by Centennial groups than have any other agencies in the State. Centennial interest has increased student use of these collections with correspondingly more demands for reference service. The Rare Book Collections (including the Wrenn, Stark, and Aitken Libraries) reported for 1934-5 a decrease of local reference requests by comparison with the previous five years—corresponding to smaller enrolments in the English Department seminars—but find the tide turning in 1935-6.

The science branches—Chemistry and Pharmacy, Engineering, Architecture, and Geology Libraries—report increases, especially in Chemistry and Architecture where heavier demands are being made by groups other than their own. This may be regarded as a sign of general employment of specialist services—a healthy symptom. Architecture served, in addition to its own department, Education, Home Economics, and English, as well as giving a good deal of help to members of the faculty engaged in building houses.

SERVICE TO NON-UNIVERSITY GROUPS

Not the least of the Library's service is its use by non-University groups. As a part of the State's University, and as the largest library in the South between North Carolina and California, it has an inescapable regional obligation. The lending of materials off the campus is the lesser part of this service. Almost every service unit of the organization maintains contacts with non-University groups.

EXTRAMURAL LOANS

Prior to October, 1934, correspondence and packages relating to books lent to other libraries and to non-University borrowers were handled by the Librarian's office, the books requested being supplied by the Loan Department to the Librarian's Secretary. Late in October this divided routine was abandoned and all the work was turned over to the Loan Department in line with the policy of centralizing control of all loan work in this functional agency.

Since detailed records were not kept until March, 1935, only the last six months' work of 1934-5 and 1935-6 can be compared. During this period a small decrease (5 per cent) in the total number of books requested is noticeable, a circumstance due to a decrease in requests from individual borrowers off the campus which was not compensated by an increase in institutional borrowers.

The decrease is too small to be significant. The increase in library, and the decrease in individual borrowing may be due to an increased use of local libraries as intermediaries, to improvement in certain local library collections, or to an increase in graduate work or faculty research in colleges throughout the State. Texas colleges and universities are the heaviest library borrowers and it is becoming increasingly clear that

they are undertaking more and more work of a kind for which their library resources are inadequate.

During 1935-6 the Loan Department handled from all sources 1260 letters requesting 1954 books of which 1107—about 57 per cent—were supplied. This service is not inexpensive, but much of it is justified. Certainly the University owes this service to its citizens until public libraries are better distributed and supported. It should repay debts incurred through its own borrowing from other libraries. But when it must lend many books to other State colleges there is reason to believe that their libraries lack proper support or their enthusiastic faculties are extending their work beyond available facilities.

BRANCH LIBRARIES AND SPECIAL COLLECTIONS

The non-University groups making use of the Library are extraordinary in their variety. Local groups are, of course, numerous. When the Legislature is in session not a day passes without at least one call from the State Library. The Austin Art League draws much of its program material from the Reference Department and the Architecture Library. Each year the Latin classes of the Austin High School visit the Library for material on Roman life and customs. A large department store sent

its clerks to learn about the manufacture of knitted merchandise. The Law Library makes its books available to fifteen or twenty local and out-of-town lawyers each year. The Chemistry Library serves workers in State and Federal laboratories, and its librarian has helped high school and college libraries select chemistry literature.

As might be expected, the scholarly reputation of the special collections brings an ever-increasing flow of requests for information. The materials in the Wrenn, Stark, and Aitken Libraries are becoming better known each year outside Texas and about one-fourth of one person's time is required to handle the "mail-order" questions resulting. The Latin-American Collection is visited each year by scholars from the United States, England, and Mexico. Needless to say, the interest in Texas history, generated by the Centennial, visited a heavy burden of off-campus work on the staff of the Archives, Texas, and Latin-American Collections. The Archivist served on the Advisory Committee on Historical Exhibits for the Central Centennial Exposition. The Collection was used by the Board of Control in verification of data for Centennial statues and markers; by the National Park Service in its restoration of forts and missions; by the State Planning Board, and the Works Progress Administration.

EXHIBITS

An interesting and informal use of library material is made by means of exhibits. It was early observed that little real use was being made of the exhibit cases in the ground-floor corridor, by which hundreds of students pass each day. Early in 1935 Miss

Julia Harris of the Reference Department was given charge of exhibits under general orders to change them every two weeks and keep them simple. This forestalled a natural tendency to let an arduously compiled show outrun public interest. The program has been eminently successful. The Library has a wealth of exhibit-able material which, by the testimony of finger-prints on the exhibit cases, is of interest.

During these two years the Rare Book Collections continued their displays in the Wrenn Library. For two of these, on Lamb and Shelley, descriptive bibliographical pamphlets were prepared by several collaborators from faculty and staff.

INSTRUCTION IN USE OF THE LIBRARY

It is abundantly evident in all service units that students are greatly handicapped in their class work by lack of familiarity with library practices. It is impossible to so administer a large library as to make its easy use crystal clear. Size makes for complexity and confers the obligation to learn—and teach—ways and means. Unless the learning of its ways are made easy for the undergraduate, it is doubtful if he ever learns. The situation is acute at this University, in a state where there are almost no public and few school libraries to pave the way for the undergraduate. When one considers that university graduates are likely to continue in the use of books in their professions and businesses, and that libraries are where books are most found, it seems as though some formal instruction along this line is a duty of the University.

The staffs of the service units continually instruct informally, but the

benefits are inconsiderable and the labor detracts from their proper work. Since the Fall of 1936, a pocket-size pamphlet—the *Library Guide*—has been distributed to all new students—and faculty members. The results are incalculable, but persistent reference to it would unquestionably be helpful to students. That it is of great value is too much to expect. The apparent solution to this problem is a short course of instruction given to all students of sophomore or junior rank. In the long run it would improve the quality of class work.

COLLEGE LIBRARY PROJECT

Service to undergraduates is not so satisfactory as is that to graduates and faculty. Many books used by undergraduates are shelved in the general stack where the students cannot have direct access to them. It is certain that better use of these books would be made if the most used of them were segregated in an open-shelf collection under supervision adequate to prevent loss and suitable to provide guidance.

THE STATE OF THE BOOK COLLECTION

SIZE OF THE LIBRARY

On August 31, 1935, the number of volumes of books, newspapers, periodicals, pamphlets, and accessioned maps stood at 490,345. A year later the Library passed the half-million mark with 506,127 items. The Archives Collection comprised approximately two million documents in manuscript, transcript, or photostat form.

Additions to the Library for the past six years are shown below.

	Purchase	Gifts	Bindery	Pams.	Total	With- drawals	Net Total
1930-31	6,933	5,455	5,051	1,101	18,540	0	18,540
1931-32	3,886	2,464	4,296	1,427	12,073	0	12,073
1932-33	4,117	5,326	3,607	1,007	14,057	32	14,025
1933-34	13,987	3,403	2,768	3,430	23,588	0.	23,588
1934-35	10,720	1,736	3,919	1,311	17,686	1,178	16,508
1935-36	9,551	3,500	5,503	553	19,107	325	18,782

The sharp increase in number of volumes purchased in 1933-4 was due to the operation of the "Special Fund." Because of extra work made by this appropriation, there were no withdrawals in 1933-4 and withdrawals for 1934-5 were thus abnormally large, throwing the net totals off balance for both years.

At the beginning of 1930-1 the Library comprised 405,611 items. Its subsequent increase by more than 100,000 items, although substantial, is at a slower rate than that shown by most libraries of its class. Large libraries tend to double within twenty years. This library will not reach the million mark, at the present rate of growth, for thirty years.

NEEDS

Traditionally a university library emphasizes its need for research materials because these are expensive and because research is what distinguishes a university from a college. Nevertheless, a university contains within its walls a large liberal arts college—a circumstance often neglected in the preoccupations of graduate work. In this university books for undergraduates can be thought of chiefly in terms of assigned and recreational reading. Many books assigned by instructors have been literally read to pieces. A replacement program, begun on a small scale in 1935-6, should be continued until this material is in good condition. Needs for additional books for recreational reading will be more apparent in 1937-8 when the two recreational reading rooms in the new part of the building are ready. There should be available books of such character as to persuade students that reading can be a pleasure as well as a task.

As for research needs, our general policy should be directed toward the acquisition of journal sets and society publications—especially for the science departments—and the earlier monumental works of scholarship. Special needs must be recognized and anticipated. The expansion of the University's interest in petroleum studies must be underwritten in the

near future by the development of a good petroleum collection. If work in geography is to be undertaken soon, an effort should be made to acquire three of the four leading journal sets in this field as well as society publications. If the proposed program in fine arts is begun, a very considerable outlay will be necessary to supplement the present fragmentary materials. The English Rare Book collections, the Latin-American, and Texas Collections—all functioning primarily on a research level—should be augmented constantly if they are to retain their present high positions.

EXCHANGE PROGRAM

Large quantities of exchangeable books have been accumulated and should be traded with other libraries for usable material. It is unlikely that this project can be carried on without additional clerical help.

PURCHASES

In 1933 a special appropriation of \$60,000 for books and equipment enabled all departments to improve their collections in varying degrees, depending on appropriations and availability of the books selected. A general view of acquisitions from this source indicates that most departments tried to fill gaps in research materials.

GENERAL EDUCATION BOARD GRANT

This grant available in February, 1936, led to renewed efforts of similar kind. The English Committee, working over a broad program, acquired numerous items of Western and Southwestern travel, biography, sports, and popular humor, added to the excellent collection of early English dictionaries, to the holdings in eighteenth century drama and poetry, and acquired a sixty-three volume run of the *London Chronicle* (1757-1811) for the collection of early British newspapers, among other items. The Spanish and Latin-American Committee began negotiations in Spain for an important drama collection, the delivery of which is still delayed by war. The Library acquired several bibliographical items, notably Harriette's copy of Medina's *Bibliotheca Hispano-Americana*, and Hinrichs' *Fünffjahrs-Katalog* (21v).

LITTLEFIELD FUND FOR SOUTHERN HISTORY

This fund acquired 240 volumes in 1934-5 and 611 volumes in 1935-6, the largest addition to the Library from this source in recent years. Of the 611 volumes, about 300 are books dealing with the slavery question, agriculture, biography, military and political history during 1820-80. About 225 volumes are periodicals, mostly in broken sets which supplement files already held. The newspaper files purchased include new titles and extension of files already here. Two important collections of Louisiana plantation papers were acquired: the William Whitmell Hill Pugh (1811-1906) Papers comprising about 7,000 pieces and 13 account

books; and the Alexander Franklin Pugh Papers comprising about 3,000 pieces and a diary in 22 small volumes.

Purchases from departmental book accounts show that most departments are trying to keep abreast of publication in their fields with occasional forays into the second-hand market for earlier material. No notable journal sets were acquired by the science division, partly because certain sets did not appear in the market. The English Department acquired several desirable Shelley and Byron items, a copy of the photostat edition of the Huntington *Piers Plowman* manuscript, and contributed (with the general library fund and the History Department) to the purchase of a run of *Lloyd's Evening Post and British Chronicle* (1758-1775). A new fund secured by the Dean of the School of Education cared for material on adult education, new education periodicals, and general education books. Notable among History purchases was the *Revolutions de Paris* (1789-1794) in twenty volumes. The Law Library continued to round out its state session laws, court reports, and law reviews. It is interesting to note that the Law School's book selection begins to overlap Economics, Government, and Business material.

The character of purchases from the general library account is too various to describe fully. In general the policy is to maintain and improve the bibliographical and reference collections, buy scholarly books which are outside the immediate interests of departments, replace worn books, buy popular reading, and supplement the funds of departments when necessary and desirable.

During the past two years the general account has added several files to the early British newspapers in the Rare Book Collections, Latin-American Collection, a considerable number of duplicates to the Texas Collection to meet greatly increased use. A good deal of material on the history of colleges and universities, books and libraries, music, the theater, and American poetry have been acquired from this account. A summer course in children's literature was implemented with a collection of illustrative books. Engineering journals and society publications were bought for the Engineering Library. Much of this account goes for journal subscriptions and binding. Its uses are many, and vary with demand and opportunity.

GIFTS

The special collections have been the outstanding beneficiaries of donors during the two years of this report. The Texas and Newspaper Collections habitually benefit greatly from gifts because their stock-in-trade is resident in the State in large quantities. Accessions to the Archives Collection, whose materials are primarily in Texas and Southern fields, derive almost entirely from gifts. Public attention has been focused on English rare books by the outstanding quality of the Wrenn, Stark, and Aitken Libraries with the result that the Rare Book Collections often receive substantial gifts in keeping with present holdings. The Latin-American Collection secures all of its official publications through the generosity of Central and South American governments.

The general, departmental, school, and college collections, however, less frequently receive gifts of an unusual

or extensive character. This is not said in deprecation of the very useful gifts that are being received from the Library's many friends. It is intended, rather, to point up the fact that publicity given to the special collections has attracted outstanding gifts for a number of years. The less spectacular but very necessary collections are less known and their needs, therefore, less appreciated. The Library has now reached such size and importance as to merit the interest of the citizens of the State it serves. An effort should be made to bring to their attention the value of private benefactions to the University Library. The successful operation of the Littlefield Fund for Southern History in creating in the Library the finest collection of material on all aspects of that subject in the South is ample testimony to the value of such gifts.

GENERAL EDUCATION BOARD GRANT

In February, 1936, the General Education Board made an outright grant of \$33,000 over a five year period for four fields: Bibliography and Reference, English, Spanish and Latin-American History and Literature, and Social Science. The Board offered further, another \$33,000 for the same program and period, provided an equal amount is secured by the University over and above the usual book appropriation. A situation has thus been created wherein the donor of any fund to the University for books can be assured that an equal amount will become available to the Library for this program.

Reference to the number of gifts in the acquisitions figures above will suggest the impossibility of listing all

gifts or even donors in the brief space available in an annual report. The gratitude of the Library and the University is no less great and our appreciation has been expressed individually on receipt of the gifts.

The outstanding gifts mentioned below characterize the types of benefaction which add greatly to the Library's strength.

In May, 1936, the Carnegie Corporation of New York presented a set of fine arts reference material comprising 2,074 photographs and prints, and 187 books, touching on nearly all fields and periods of the arts.

In January, 1936, the Directors of the John Crerar Library, Chicago, approved the recommendation of their librarian, Mr. J. Christian Bay, that a set of their printed catalog cards be deposited in the University Library, together with all future issues. As a result, we received 185,000 entries representing books in that

library, an admirable supplement to the Library of Congress and other cards in the Union Catalog.

Large bequests of books were received by the wills of Mrs. Laura Bryan Parker of Philadelphia and the Reverend Harris Masterson, Jr., late rector of All Saints' Church.

Dabney E. Petty of San Antonio presented, for the Geology Library, 44 volumes of the *Reports* of the "Challenger" expedition.

Mr. H. J. Lutcher Stark has continued to augment his mother's collection, the Miriam Lutcher Stark Library.

The Archives Collection has benefited by the receipt of two outstanding gifts, the Ballinger and Jack Papers (1819-1924) from Mr. Ballinger Mills of Galveston, and 18,741 pages of transcripts from the James Stephen Hogg Papers from Miss Ima and Messrs. Mike and Tom Hogg.

THE CATALOGS

A modern subject catalog composed of detailed bibliographical entries is the factor which most distinguishes a library from a simple accumulation of books. One measure of the efficiency of a library is the speed with which cataloging follows upon acquisition. This is shown for the past three years below.

	1933-4	1934-5	1935-6
Volumes acquired	23,588	17,686	19,107
Volumes cataloged	17,977	14,411	21,156
Difference	- 5,611	- 3,275	+ 2,049

Cataloging work is conditioned by character of staff and books. In 1933-4 the operation of the special book appropriation had brought in large quantities of more or less current books in English which were easily handled. To keep up with the flow of accessions, difficult books were accumulated for later handling. This

factor and temporary staff changes in 1934-5 reduced the amount of work done in that period. By 1935-6, however, three members of the department who had been on leave or transferred for part or all of the preceding year returned and two new workers had been added, with the result that for the first time in three

years arrears in work were being caught up.

The condition of the Library's catalogs is steadily improving. There is no more delay in handling of current acquisitions than is caused by lack of sufficient information. Revision of the general catalog has progressed to the letter "S." An "official" catalog, made necessary by the separation in the new building of the Catalog Department from the general catalog, has been begun. The Texas Collection has been supplied with the first parts of a complete catalog, to the great improvement of service in that unit.

UNION CATALOG

The Library has had for many years a file of the author entries of the Library of Congress—the "L. C. Depository." For a number of years similar cards were purchased from the Newberry Library and interfiled. This subscription was dropped during the Depression to be renewed in July, 1935. Such a file of entries in other libraries is useful to the clientele and staff, and the gift of a complete file of available John Crerar Library

cards makes an extensive and valuable addition. Plans are under way for the purchase of cards issued by the Vatican Library. Others should be added as opportunity offers.

RARE BOOK COLLECTIONS

The cataloging of the Aitken Library begun late in December, 1933, was virtually completed by August 31, 1936. This important collection is now displayed for the first time in the general catalog as well as in the Collection's own catalog. Author entries were supplied to the Library of Congress for its Union Catalog. Work commenced on the Wrenn Library in accordance with a program of full cataloging for all rare books.

NEEDS

The most apparent needs are for an additional cataloger familiar with scientific literature, for recataloging early acquisitions mostly inadequately handled, and for thorough overhauling of branch library catalogs, especially those which have been or are in charge of others than members of the Library staff.

SPANISH ARCHIVES TRANSLATION

On September, 1934, the translation of the Spanish Archives of Texas was begun. The staff comprising a translator and a typist has been augmented annually by from eight to twenty student N.Y.A. workers. By August 31, 1936, approximately 3,000 pages had been translated and nine volumes of

translations (2,182 pages of documents) had been deposited with the Bexar County Court in compliance with the University's agreement. A manual of practice and a glossary of obsolete Spanish terms have been compiled to facilitate the work.

COSTS

	1934-5	1935-6
Books and Binding	\$ 53,969.71	\$ 49,299.30
Equipment	2,107.73	2,960.35
Maintenance	4,380.97	6,026.96
Part-time wages	11,811.32	18,145.99
Salaries	46,298.31	64,322.09
Total	118,568.04	140,754.69

The decrease in expenditure for Books and Binding does not imply a reduction of income. On the contrary, \$10,133.14 more than the previous year's expenditures were available—a balance of \$14,803.55 being carried over to 1936-7. A large part of this balance represented incumbrances for outstanding orders not yet filled at the end of the fiscal year. Some departmental balances were carried over in the absence of favorable opportunities to buy certain journal sets. It is certain that this balance would have been less had the Order Department staff been larger. Accession figures describe the work of this department better than do expenditures. Nearly 1,500 more items were added to the Library in 1935-6 than during the preceding year.

About one-half of equipment expenditures has gone both years to the purchase of printed catalog cards. This item increased in 1935-6 because of the greater productivity of the Catalog Department.

Increased maintenance expense is due principally to greater use of printing and office supplies resulting from expansion of activities.

Over half the 1935-6 increase in part-time wages was caused by the restoration of the part-time wage rate following the cut of 1933-4. The remainder must be charged to improved and extended service. Over \$15,000 of the 1935-6 expenditures went to student assistants, with the result that from thirty to forty students were enabled to attend the University.

In salaries again most of the increase is attributable to the salary restoration policy adopted by the University for the 1935-7 biennium.

SPECIAL FUND

In September, 1933, a special fund of \$125,000 was appropriated to the Library and departments to be expended for books or equipment. Of this, about \$60,000 was set aside for the purchase of books, and actual expenditures for books were as follows:

1933-4	\$34,934.32
1934-5	12,709.88
1935-6	647.21
Total	\$48,291.41

For official record of Library funds and expenditures see *The University of Texas Bulletin, Report of the Auditor 1934-1935; 1935-1936.*

PHYSICAL PLANT

In January, 1934, the first unit of the new Library building was occupied. Almost immediately plans were commenced for the construction of two further units on a PWA grant. The Library's share in the new units is relatively small, though important—comprising three stack floors, a newspaper reading room and stack, two recreational reading rooms, librarian's offices, and commodious quarters for the Rare Book Collections. Half of the tower—the upper fourteen floors—will be used for faculty offices and small classrooms. The major part of the front unit is devoted to University administrative offices and classrooms.

All units have been planned for ultimate library use. It is hoped that the building of other quarters for offices and classrooms will be concurrent with expanding library requirements.

New furniture for the first unit was installed in the early months of 1936. All public rooms except the Periodical Reading Room and the

Archives Collection are well and beautifully equipped. It is a pleasure to report that all the major equipment needs of the main building have been met or are in prospect.

It should be observed that these optimum physical conditions—satisfactory as they are now—are bound to require change as service needs change. A large library building is like a factory or any continuous process enterprise. One set of activities flows into another and wherever physical conditions impede this flow, service suffers and expense occurs. Physical plant should reflect organization—organization the demands of clientele, which in turn are conditioned by the University's educational policy.

LAW LIBRARY

This service unit obtained relief from overcrowding in the summer of 1935 when the auditorium under the library quarters was remodeled for use as a supplementary reading room.

PHYSICAL PLANT

The Physical Plant Department is responsible for the maintenance and repair of the physical plant of the University of Texas at Austin. This includes the buildings, grounds, and other physical facilities of the University.

The Physical Plant Department is organized into several divisions, each responsible for a specific area of the physical plant. These divisions include the Buildings Division, the Grounds Division, and the Transportation Division. The Buildings Division is responsible for the maintenance and repair of the University's buildings, including the classrooms, laboratories, and administrative buildings. The Grounds Division is responsible for the maintenance and repair of the University's grounds, including the lawns, gardens, and other outdoor spaces. The Transportation Division is responsible for the maintenance and repair of the University's transportation facilities, including the buses and the parking lots.

NEW LIBRARY

The new library building is the most significant addition to the University's physical plant in many years. It is a large, modern building that will provide a comfortable and convenient place for students and faculty to study and work. The new library building is located on the south campus of the University and is the largest building on the campus. It will be a landmark building and a source of pride for the University.

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